Batch Scanner Upload
Quick Reference Guide

Introduction

This document provides the steps necessary for a barcode user to upload the (Mini) batch scanner data to FileTrail, and to verify the data is processed into CASE. IRM suggests that, at a minimum, users perform an upload and verification of scans at the completion of each work day.

Scanner Upload

1. Log in to CASE.

2. Connect the batch scanner to the USB cable provided with the scanner. Then connect the other end of the cable to a USB port on the front of a workstation.

3. The FileTrail FTPortable Mini software window opens (Figure 1). **Note:** The window will minimize automatically after 20 seconds.
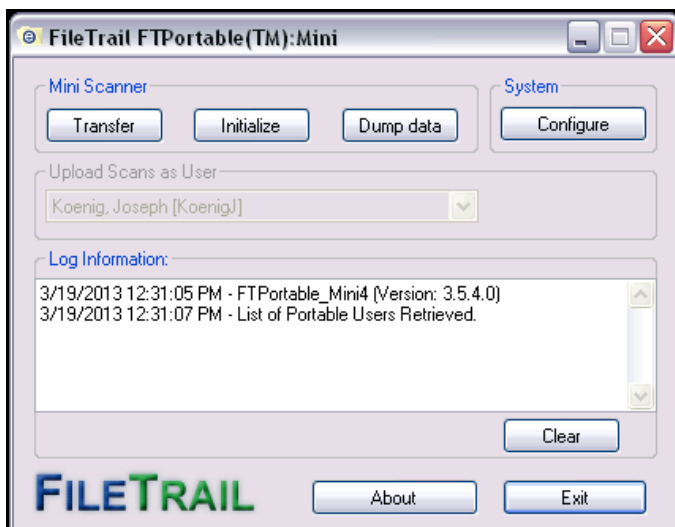

Figure 1

If the FileTrail FTPortable Mini software window does not open automatically, click the FTPortable icon on the desktop system tray (Figure 2). **Note:** The window will **not** minimize automatically.

Figure 2

The FTPortable software recognizes when a scanner is connected and attempts to read data from the scanner. Read results appear in the Log Information pane of the FTPortable Mini software window.

Note: If a Error Reading Data or No Data Found message appears in the Log Information pane (Figure 3), click **Transfer** (Figure 4). It may take several attempts for the data to be detected.
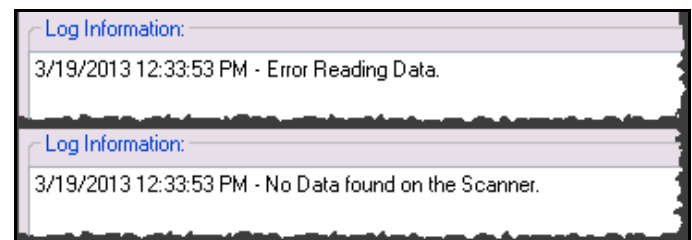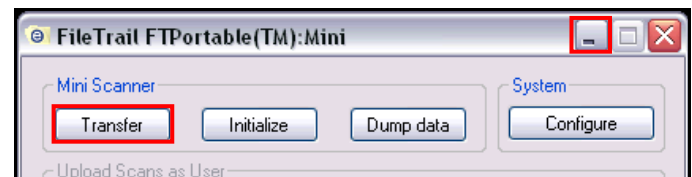

Figure 3

Figure 4

When the software detects scan data in the scanner memory, it will automatically upload the scan data to FileTrail and the message Successfully uploaded x scans to FileTrail appears (Figure 5).
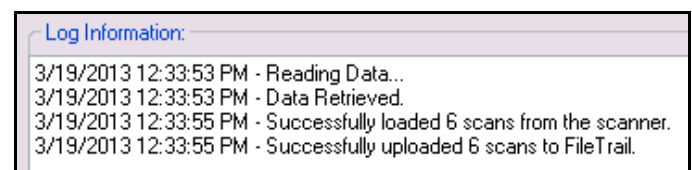

Figure 5

4. Click the FTPortable Mini window **Minimize** button (Figure 4) if the software window does not automatically minimize.

Note: Do not shut down (Exit/Close) the FTPortable software. Rather, minimize the window when it is not in use. The FTPortable software shuts down/closes when you exit CASE.

5. Disconnect the USB cable from the workstation; then disconnect the batch scanner.

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Verify the Upload

This section covers the process of verifying the barcode data loaded into FileTrail and CASE.

1. In CASE, select the OTHER PROGRAMS module.

2. In the OTHER PROGRAMS window, launch the Barcode Search routine (Figure 6).
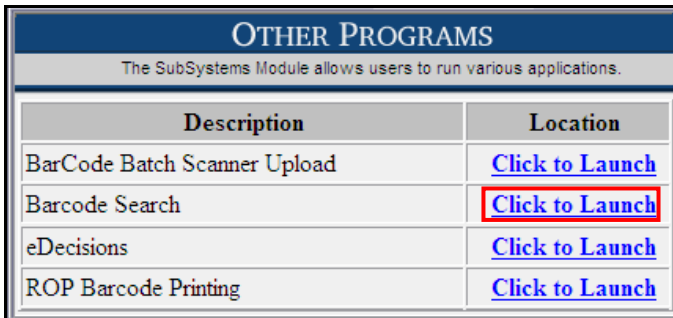
Figure 6

3. The Barcode Search window opens. Click the **Portable Scanning** link (Figure 7).

Figure 7

4. The Portable Scanning (cart) window opens (Figure 8). Click both **Refresh** icons to update the cart.
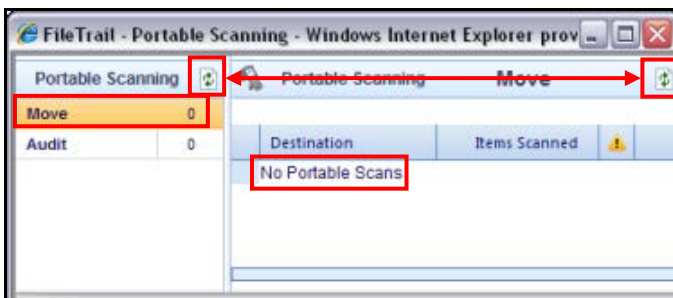
Figure 8

5. Verify the **Move** number is **0** (zero) and the phrase **No Portable Scans** appear (Figure 8). This result indicates the batch upload was successfully completed. Proceed to step 7.

If the **Move** number is greater than zero and scanned items appear in the Portable Scanning Move window (Figure 9), these items have yet to be processed.
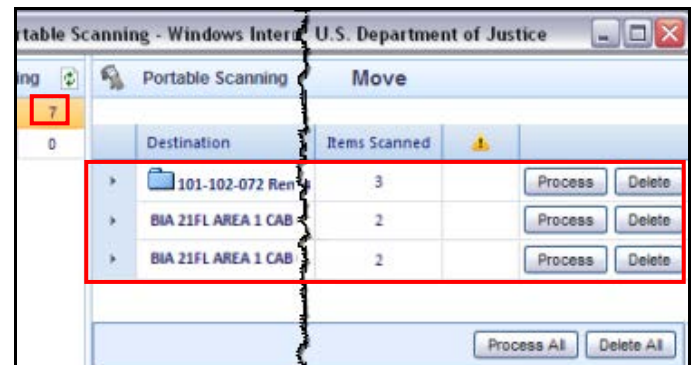
Figure 9

6. Click both **Refresh** icons to update the cart. If the **Move** number decreases, repeat this step until **Move** is **0** and the cart is empty (Figure 8).

If the **Move** number does NOT decrease, or scanned items remain in the Portable Scanning window (Figure 10), the batch upload was NOT successfully completed. Refer to the *Bar-Code Labeling – Helpful Hints* document, and reference the topic: **Mini Batch Scanner Upload – Portable Scanning Cart Contains Items to Process**.

Figure 10

7. Close the Portable Scanning window, and log off CASE.